



Celebrity Series of Boston

Position: Director of Finance
Department: Finance
Reports to: President and Executive Director (CEO)

General Description

Reporting to Celebrity Series of Boston’s President and Executive Director, Gary Dunning, the organization seeks a seasoned professional to fill the role of Director of Finance. The Director of Finance is responsible for developing, obtaining approval, and implementing the policies and procedures for sound fiscal management, effective office operations and appropriate risk management for the organization and its \$8 million operating budget. The Director of Finance is a member of the senior management team and as such serves as an articulate and persuasive advocate for the Celebrity Series of Boston and represents the organization to its constituencies, including the public, funders, civic leaders, other arts organizations.

Overview Celebrity Series of Boston

With a mission to present performing artists who inspire and enrich its community, Celebrity Series of Boston was founded in 1938 by pianist and impresario Aaron Richmond and has become a mainstay of Boston’s cultural life ever since. Celebrity Series of Boston believes in the power of excellence and innovation in the performing arts to enrich life experiences, transform lives, and build better communities. Celebrity Series seeks to build a community of Greater Boston where the performing arts are a valued, lifelong, shared experience — on stages, on streets, in neighborhoods — everywhere.



Celebrity Series now presents over 70 mainstage performances in eight to ten different venues, and over 150 community engagement activities annually. In a region rich with cultural offerings, Celebrity Series is a critical part of the cultural fabric of Boston and New England, not only bringing great artists to Boston who audiences might not otherwise experience, but also introducing audiences to new artists, new art forms, and new artistic experiences. Today, Celebrity Series’ audiences experience the world’s great orchestras, chamber ensembles and soloists, and leading artists in contemporary dance, jazz, world and folk music, and spoken word.

Alongside mainstage performances, Celebrity Series' Arts for All! community engagement programs connect it with a dynamic network of hundreds of community collaborators, reaching thousands of individuals annually, through 150+ activities. Arts for All! programs include Neighborhood Arts (hands-on, interactive workshops for youth, and free community concerts for audiences of all ages at neighborhood venues, both led by a core group of Boston area artists); Artist Connections (master classes with mainstage artists in public schools and conservatories); Take Your Seat (free and discounted tickets to mainstage performances); and large-scale, participatory Public Performance Projects, such as Street Pianos, Let's Dance Boston and its 2019 commissioned project, Concert For One.



Areas of Responsibility

Financial

- Prepare annual budgets, based on input from senior staff colleagues, for approval by President and Board of Directors
- Prepare multi-year financial and operational projections to support strategic planning, fundraising proposals, grant applications and operational planning
- Support the Advancement and Marketing efforts with applicable budget and financial information
- Exercise Controllershship function
- Code all accounting transactions for appropriate classification
- Close the books and produce monthly results reports
- Prepare monthly financial statements, including balance sheet
- Cash Management, including billing collections and invested cash and monthly cash flow projections
- Payroll administration
- Ensure checks (artist and venue payments) are available based on the specific production and performance schedule and the variety of artists contractual agreements
- Maintain a close working relationship with the Box Office and Ticket Services manager to oversee proper systems and procedures are in place for Series' Tessitura ticketing system
- Oversee the Finance Department staff of two full time direct reports plus occasional seasonal and part time help
- Build and sustain relationships with all banking, financial institutions and appropriate state and local government agencies

Investments

- Serve as staff liaison for the Investment Committee of the Board of Directors

- Work with the organization's outside investment firm to track and report on the status of the organization's Endowment and Innovation Funds

Audit

- Schedule, prepare and organize the external audit
- Prepare all information for the completion of the IRS Form 990 (with audit firm help)

Employee Benefits Management

- Analyze benefit plan options and recommend and implement benefits package (in coordination with Board HR and Compensation sub-committee)
- Manage the engagement of and relationship with third party vendors to supply online systems for medical and dental coverage
- Administer Medical and Dental insurance policies
- Administer COBRA, transit Check and Flexible spending accounts
- Serve as Celebrity Series 403(b) plan administrator
- Ensure the company whistleblower system is in place and functioning

Administration, Purchasing and Procurement

- Ensure proper controls and procedures for purchasing supplies and equipment
- Ensure appropriate use and control of company credit cards
- Review, negotiate and secure approval for all office leases and service contracts

Human Resources

- Oversee third party online support system for HR issues
- Keep the employee policies and guidelines handbook up to date with all relevant employment related regulations and laws; coordinate updates with Celebrity Series legal counsel
- Ensure employees are aware of any policy or guideline changes
- Assist in the termination process as needed to ensure consistent application of company policies.

Organization and Administration

- Maintain organizational chart and job specs
- Oversee Celebrity Series risk management – Insurances for Liability, Property, Casualty, and D&O

Requirements

- Minimum of 10 years of experience with increasing leadership responsibilities in Finance/Administration
- Superior analytical and organization ability, judgment and initiative
- Strong communications skills
- Ability and willingness to multi-task while maintaining a high level of attention to detail
- Solid research and analytical skills
- Customer service-oriented attitude within the organization

- Strong MS Office Suite skills
- Familiarity with accounting software systems and technology (Quick Books)
- Familiarity with ticketing and CRM systems, preferable, especially Tessitura
- Experience in the performing arts environment desirable
- Bachelor's Degree
- Availability to work occasional evening and weekends in association with Celebrity Series performances as required.

Personal Attributes

- Confident, articulate, intelligent, self-starter
- Collaborative and team-oriented
- Able to build and maintain effective working relationships with colleagues and key stakeholders
- Emotional maturity with a sense of humor
- Passionate about the performing arts

Salary

Commensurate with experience; Position is classified as exempt

Benefits

Benefits include Medical Insurance (partially funded by employee), 403(B) retirement plan, paid vacation and sick time and tickets to events.

Work Environment

The Celebrity Series offices are located in the Statler Office Building at 20 Park Plaza, Suite 1032, in Boston's Back Bay. The building is convenient to public transportation and is fully accessible. Office hours are Monday thru Friday, 9:00 a.m. – 5:00 p.m.

Please send cover letter and resume to:

President and Executive Director
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The Celebrity Series of Boston, Inc. is an equal opportunity employer.

www.celebrityseries.org